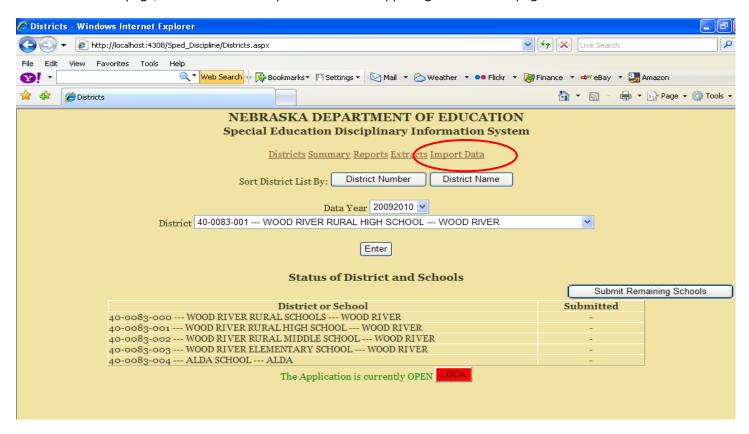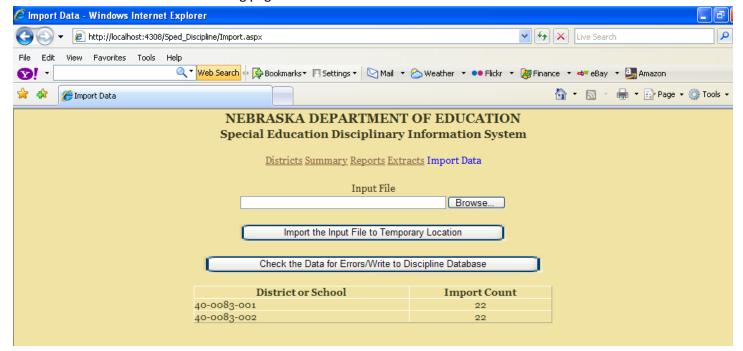# Special Education Discipline Report Import Process

A new feature has been added to the Disciplinary Information System. A School/User is now able to import their Schools Disciplinary Information from a CSV file. This file will need to be created according to the specifications found in the Import File Documentation section below.

To use this new import process, follow the directions below:

From the Districts page, click on the link 'Import Data' in the upper right area of the page.

You will be transferred to the following page:

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Importing the data is a 2 part process.

The first part is to enter the name of the input file that contains the data to import. You can also click on the 'Browse' button to navigate to the location of your import/input file. After the file name has been set, click on the 'Import the Input File to Temporary Location' button. This will cause your input file to be copied to a Disciplinary Application temporary table.

The second part of the process is to click on the 'Check the Data for Errors/Write to Discipline Database' button. This will cause the Application to check the data to make sure that it passes all edits/validations and then writes the data to the Discipline Applications permanent tables.

The grid/box below the 'Check the Data….' Button displays any schools that have been imported into the Temporary Location. These values will remain until a new file is imported. These values reflect the last import performed by the current user. A user can import a file (first part) and then not perform the Check the Data …. (second part) until some future time as the data is kept in the temporary table.

Note1 – all edits/validations must be successfully passed by all imported records before any records are written to the permanent table.

Note2 – any records for any school in the permanent table will be deleted if records for that same school are successfully imported.

Import File Documentation

An example of the original template:

Summary of Suspensions and Expulsions
2008-09

Disability	1. Unilateral Removals to an Interim Alternative Setting by School personnel				2. Removals to an interim Alternative Educational Setting based on a Hearing Officer Determination	3. Out-of school suspensions or Expulsions		4. In-School Suspensions		5. Disciplinary Removals			
	# Students	# Removal for Drugs	# Removals for Weapons	# Removal for Serious Bodily Injury	# Students	Totaling 10 Days or Less	# Students Totaling > 10 Days	Totaling 10 Days or Less	# Students Totaling > 10 Days	Removals (Unduplicated)	Students Totaling 1 Day	Students Totaling 2-10 Days	Students Totaling > 10 Days
Mental Handicap	-	-	-	-	-								
Hearing Impairments	-	-	-	-	-								
Speech or Language Impairment	-	-	-	-	-								
Visual Impairments	-	-	-	-	-								
Behavior Disorder	-	-	-	-	-								
Orthopedic Impairments	-	-	-	-	-								
Other Health Impairments	-	-	-	-	-								
Specific Learning Disabilities	-	-	-	-	-								
Deaf-Blindness	-	-	-	-	-								
Multiple Disabilities	-	-	-	-	-								
Autism	-	-	-	-	-								
Traumatic Brain Injury	-	-	-	-	-								
Developmental Delay	-	-	-	-	-								
Total.......................	-	-	-	-	-	-	-	-	-	-	-	-	-

Race/Ethnicity	1. Unilateral Removals to an Interim Alternative Setting by School personnel				2. Removals to an interim Alternative Educational Setting based on a Hearing Officer Determination	3. Out-of school suspensions or Expulsions		4. In-School Suspensions		5. Disciplinary Removals			
	# Students	# Removal for Drugs	# Removals for Weapons	# Removal for Serious Bodily Injury	# Students	Totaling 10 Days or Less	# Students Totaling > 10 Days	Totaling 10 Days or Less	# Students Totaling > 10 Days	Removals (Unduplicated)	Students Totaling 1 Day	Students Totaling 2-10 Days	Students Totaling > 10 Days
American Indian or Alaska Native	-	-	-	-	-								
Asian or Other Pacific Islander	-	-	-	-	-								
Black, Non-Hispanic	-	-	-	-	-								
Hispanic	-	-	-	-	-								
White, Non-Hispanic	-	-	-	-	-								
Total.......................	-	-	-	-	-	-	-	-	-	-	-	-	-

Gender	1. Unilateral Removals to an Interim Alternative Setting by School personnel				2. Removals to an interim Alternative Educational Setting based on a Hearing Officer Determination	3. Out-of school suspensions or Expulsions		4. In-School Suspensions		5. Disciplinary Removals			
	# Students	# Removal for Drugs	# Removals for Weapons	# Removal for Serious Bodily Injury	# Students	# Students Totaling 10 Days or	# Students Totaling > 10 Days	# Students Totaling 10 Days or	# Students Totaling > 10 Days	# Disciplinary Removals (Unduplicate	# of Students Totaling 1	# of Students Totaling 2-	# of Students Totaling >
Male	-	-	-	-	-								
Female	-	-	-	-	-								
Total.......................	-	-	-	-	-	-	-	-	-	-	-	-	-

Limited English Proficiency Status	1. Unilateral Removals to an Interim Alternative Setting by School personnel				2. Removals to an interim Alternative Educational Setting based on a Hearing Officer Determination	3. Out-of school suspensions or Expulsions		4. In-School Suspensions		5. Disciplinary Removals			
	# Students	# Removal for Drugs	# Removals for Weapons	# Removal for Serious Bodily Injury	# Students	# Students Totaling 10 Days or	# Students Totaling > 10 Days	# Students Totaling 10 Days or	# Students Totaling > 10 Days	# Disciplinary Removals (Unduplicate	# of Students Totaling 1	# of Students Totaling 2-	# of Students Totaling >
Limited English Proficient	-	-	-	-	-								
Not- Limited English Proficient	-	-	-	-	-								
Total.......................	-	-	-	-	-	-	-	-	-	-	-	-	-

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Print screen example of a valid school CSV input file:

School	Line #	# Students	# Removal for Drugs	# Removals for Weapons	# Removal for Serious Bodily Injury	# Students	# Students Totaling 10 Days or Less	# Students Totaling > 10 Days	# Students Totaling 10 Days or Less	# Students Totaling > 10 Days	# Disciplinary Removals (Unduplicated)	# of Students Totaling 1 Day	# of Students Totaling 2-10 Days	# of Students Totaling > 10 Days
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
40-0083-001	1	1	1	0	0	1	1	1	0	0	3	1	1	1
40-0083-001	2	0	0	0	0	1	0	1	1	1	0	0	0	0
40-0083-001	3	1	0	1	0	1	0	1	2	0	0	0	0	0
40-0083-001	4	0	0	0	0	1	0	1	0	1	0	0	0	0
40-0083-001	5	1	0	0	1	1	0	1	1	0	0	0	0	0
40-0083-001	6	0	0	0	0	0	0	1	2	1	0	0	0	0
40-0083-001	7	0	0	0	0	0	0	0	0	0	0	0	0	0
40-0083-001	8	1	1	0	0	0	1	0	1	1	0	0	0	0
40-0083-001	9	0	0	0	0	0	1	0	2	0	0	0	0	0
40-0083-001	10	0	0	0	0	0	1	0	0	1	0	0	0	0
40-0083-001	11	0	0	0	0	0	1	0	1	0	0	0	0	0
40-0083-001	12	0	0	0	0	0	1	0	2	1	0	0	0	0
40-0083-001	13	0	0	0	0	0	1	1	0	0	3	1	1	1
40-0083-001	14	3	1	1	1	1	1	2	2	1	1	0	0	1
40-0083-001	15	0	0	0	0	1	2	1	2	1	1	0	1	0
40-0083-001	16	0	0	0	0	1	2	1	2	1	1	0	0	1
40-0083-001	17	0	0	0	0	1	1	2	2	1	1	1	0	0
40-0083-001	18	1	1	0	0	1	1	1	4	2	2	1	1	0
40-0083-001	19	1	1	0	0	3	4	1	6	3	1	0	0	1
40-0083-001	20	3	1	1	1	2	3	6	6	3	5	2	2	1
40-0083-001	21	2	1	0	1	1	5	0	11	4	3	1	1	1
40-0083-001	22	2	1	1	0	4	2	7	1	2	3	1	1	1

(Left-side bracket labels: rows 1–13 = Disability; rows 14–18 = Race/Ethnicity; rows 19–20 = Gender; rows 21–22 = LEP.)

The above printscreen shows how the Excel/CSV file looks when it's ready to be imported into the Disciplinary Information System.

The Headings and Total rows were removed leaving only 13 columns and 22 rows of data.

There were 2 new columns added to the beginning of the spreadsheet, Columns A and B.

Column A should contain the School ID in XX-XXXX-XXX format.

Column B should contain the sequential line number from the template. (1-13 are Disability in the order on the original template, followed by race, gender and LEP status in their respective orders on the original template.)

Examples:

Line 1 in the CSV file would be in the Disability section of the template and would be for Mental Handicap.

Line 20 in the CSV file would be in the Gender section of the template and would be for Female

The file is saved with the file extension of CSV (Comma Separated Variable) to give the data the proper layout for importing. Cells that don't have data should be set to a value of zero (0).

One or more schools can be in the CSV file.

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Editing/Validation Each Row:

The School value entered must be valid, using the following the format (40-0083-001).

The Line Number entered must be a numeric value between 1 and 22.

The Values in Columns C thru O must be a numeric value between 0 and 999999999.

The value in Column C must be less than or equal to the total of Column D + Column E + Column F

The value in Column L must be greater than or equal to the total of Column M + Column N + Column O

If any of the rows fails to pass these validations, the errors will be displayed and the import will stop validating.

Editing/Validation Summary Information for Each School:

The Totals for each of the 4 sections (Disability, Race/Ethnicity, Gender, Limited English Proficiency Status) must satisfy the following formula:

Total Column M + Total Column N + Total Column O must be less than or equal to

Total Column C + Total Column G + Total Column H + Total Column I + Total Column J + Total Column K

The Totals for each of the 4 sections (Disability, Race/Ethnicity, Gender, Limited English Proficiency Status) must satisfy the following formula:

Disability Column C total must equal Race/Ethnicity Column C total and Gender Column C total and LEP Column C total.

Disability Column D total must equal Race/Ethnicity Column D total and Gender Column D total and LEP Column D total.

Columns E thru O must follow the same validation.

If a school fails to pass these validations, the errors will be displayed and the import will stop validating.

If all records in the import/input file pass the edits/validations, the data will be written to the permanent Discipline Table and the School data will be automatically submitted.

When all the school buildings in a district have been successfully imported, the district will also show as being submitted. The import file can contain as few as one school building or it can contain all buildings in the district.